

# **Notice To Separated Employee Concerning Disposition of Official Personnel Folder/Merged Records Personnel Folder And Employee Medical Folder**

Official Personnel Folders/Merged Records Personnel Folders and Employee Medical Folders are transferred to the National Personnel Records Center, St. Louis, Missouri, 30 to 120 days after separation from Federal employment. If less than 120 days have elapsed since your separation, write to your last employing office for your records. Thereafter, send your request to the appropriate office as indicated below. Include in your request: (1) your full name(s) used during period(s) of employment; (2) your Social Security Number; (3) date of birth; (4) agency, dates, and place of last employment; and (5) date of separation from Federal employment.

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## **For Copies of Specific Documents or Information to Verify Employment, Write to:**

National Personnel Records Center  
Civilian Personnel Records  
111 Winebago Street  
St. Louis, Missouri 63118

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## **For a Copy of Your Entire Official Personnel Folder/Merged Records Personnel Folder, Write to:**

U.S. Office of Personnel Management  
OPF/EMF Access Unit  
P.O. Box 18673  
St. Louis, Missouri 63118

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## **The Requirement for Placement of Medical Records in an Employee Medical Folder was Established in August 1984**

### **For a Copy of Your Entire Employee Medical Folder, Write to:**

U.S. Office of Personnel Management  
OPF/EMF Access Unit  
P.O. Box 18673  
St. Louis, Missouri 63118

For copies of or information about medical records that were either created prior to the 1984 implementation of the Employee Medical Folder or were not found in the Employee Medical Folder, write to your last employing agency or the agency that created the record(s). In your request to the agency, ask for a search of both agency storage and Federal Records Centers files.

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## **For Information Regarding Retirement Benefits, Write to:**

U.S. Office of Personnel Management  
Employee Service and Records Center  
Boyers, PA 16017

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## **For Information Regarding Reinstatement to Federal Employment, Write to:**

U.S. Office of Personnel Management  
Office of Washington Examining Services  
1900 E Street, N.W.  
Washington, D.C. 20415

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If you are accepting employment with another Federal agency without a break in service, or if you return to Federal service at a later date, check with the personnel office of your next employing agency to insure that your previous records have been requested and forwarded to that office.

**RETAIN THIS INFORMATION IN YOUR EMPLOYMENT RECORDS FOR FUTURE REFERENCE**